



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
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MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5050.3H (HDQ)  
N6/002  
7 Jul 2009

COMNAVCRUITCOM INSTRUCTION 5050.3H (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: OPERATING PROCEDURES FOR NAVCRUITCOM HEADQUARTERS  
CONFERENCE ROOMS

1. Purpose. To issue revised guidance on the operation and maintenance of the COMNAVCRUITCOM Headquarters Conference Rooms.

2. Cancellation. COMNAVCRUITCOMINST 5050.3G (HDQ).

3. Background. The Headquarters conference rooms provide a suitable environment to personnel for briefings and meetings. The Commander's and Deputy Commander's requirements take precedence over all others.

4. Action. Adherence to the following provisions is required to ensure smooth operation of the conference rooms:

a. Reservation requests shall only be made to the following individuals:

- (1) Deputy Commander's Secretary.
- (2) Flag Secretary.
- (3) Secretariat, Leading Chief Petty Officer.
- (4) Secretariat, Leading Petty Officer.
- (5) Conference Room/VTC Technician (N6125).

b. When scheduling events, all codes will provide a Point of Contact (POC). After every event, the POC will inspect the conference room and report any discrepancies or equipment malfunctions to N6/002.

c. For scheduled events requiring the use of the Audio Visual/Teleconferencing Equipment, the Code POC will provide the POC and phone number of the activity scheduled for the teleconference.

7 Jul 2009

d. The Code POC will accept responsibility for the initial setup of the conference room(s) as it pertains to the needs of the scheduled event.

e. The Code POC will ensure that the conference room(s) is/are left in the same condition that existed before the event. This includes configuration of the tables and chairs, cleanliness, trash disposal, etc.

5. Responsibility. N6125 has the overall responsibility for the conference rooms and is accountable for the equipment as well as equipment operation and maintenance.

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/s/

JERRY R. ANDERSON

By direction

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